

UNITED STATES DISTRICT COURT
DISTRICT OF CONNECTICUT

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**NOTICE TO CJA PANEL ATTORNEYS REGARDING PARALEGAL AND LAW STUDENT
INTERN EXPENSES**

August 19, 2004 (1:00pm)

At the March 2004 meeting of the Judicial Conference, the guidelines on payment for investigative, expert and other services were amended to provide explicit authorization and compensation, at rates less than those paid to appointed counsel, for paralegals, legal assistants (including law students) and other non-secretarial professional support personnel employed by appointed counsel, as services other than counsel under subsection (e) of the Criminal Justice Act. The Conference further agreed to discontinue the policy of permitting compensation paid to law student interns to be reimbursed as an "other expense" claimed by appointed counsel under subsection (d)(1) of the CJA. **Effective immediately:**

- Counsel must request and receive advance approval for services of paralegals, legal assistants (including law students) and other non-secretarial professional support personnel where compensation will exceed \$300.
- Claims for secretarial work and general office overhead are not allowable and will not be reimbursed.
- All approved services for paralegals, legal assistants (including law students) and other non-secretarial professional support personnel must be claimed and submitted on CJA 21 or CJA 31 forms, with supporting worksheets documenting work performed and expenses incurred (please refer to the CJA 21 and CJA 31 forms and instructions on our website).
- Paralegals, legal assistants (including law students) and other non-secretarial professional support personnel are considered service providers and reasonable, documented expenses may be claimed. Any unusual expense must be requested by counsel and approved in advance by the Court.
- All travel by personally owned automobile must be documented detailing the date of travel, starting location, destination, round trip mileage, and parking expenses (if any). Travel outside the district (other than to Wyatt Correctional Center) requires advance approval by the Court.
- All expenses must be documented by receipt or by affidavit in the absence of receipts.
- Any claims for paralegals, legal assistants (including law students) and other non-secretarial professional support personnel expenses, which are submitted on the attorney vouchers as "other expenses," will be disallowed subject to refile on the proper CJA 21 or CJA 31 forms.

Questions should be directed to Victoria C. Minor, Chief Deputy Clerk, by telephone (203-773-2430) or by email (victoria_minor@ctd.uscourts.gov).